



**State of New York
Offices of the Inspector General**

Administrative Assistant – Upstate Regional Office (Albany)

The Office of the New York State Inspector General [“NYSIG”], as established by Executive Law Article 4-A, is entrusted with the responsibility of ensuring that New York State government, its employees, and those who work with the State meet the highest standards of honesty, accountability, and efficiency. The Office of the New York State Welfare Inspector General [“OWIG”], as established by section 74 of the Executive Law, is responsible for maintaining the integrity of New York State’s public assistance programs. The Office of the New York State Workers’ Compensation Fraud Inspector General [“WCFIG”], as established by section 136 of the Workers’ Compensation Law, is responsible for investigating violations of the laws and regulations pertaining to the operation of the workers’ compensation system. The Office of the Gaming Inspector General [“GIG”], as established by the Upstate New York Gaming and Economic Development Act, has the duty to receive and investigate complaints from any source concerning allegations of corruption, fraud, criminal activity, conflicts of interest or abuse in the Gaming Commission.

Collectively, the four offices are known as the Offices of the Inspector General [“OIG”].

Job Description

The Administrative Assistant provides administrative support for the Albany office. Daily tasks include answering phones, processing incoming and outgoing mail/packages, ordering office supplies, scheduling meetings, and making travel arrangements for staff. The Administrative Assistant supports OIG’s overall operations by assisting with statewide functions. These tasks may include filing HR paperwork, utilizing OIG’s asset management database, and helping to manage OIG’s fleet vehicles.

The Administrative Assistant may also provide direct administrative support for the office’s senior staff and may be called upon to assist OIG’s investigative staff as investigative needs arise. This position requires strict adherence to confidentiality practices.

Minimum Qualifications

The ideal candidate has a collegial attitude, possesses sound judgment and is a self-starter who works well both independently and with others. The ideal candidate is a multitasker, who is proficient in planning, organizing, and prioritizing daily work and long-term projects, and can learn and adapt to new scenarios as required. The candidate must possess strong oral and written communication skills. In addition, candidate must be highly computer proficient and be well-versed in Microsoft Office, particularly Word, Outlook, and Excel. Prior New York State or other government experience is preferred. While a bachelor’s degree is not required it is highly preferred.

New York State Residency is Required. This is a Management Confidential position that is appointed by the Inspector General. The salary ranges for Administrative Assistant is \$43,932-\$55,336 (Grade 11 equivalent).

To Apply:

Please email resume and cover letter, with Job ID# 22-0137 "Administrative Assistant" and interested location in the subject line, to:

jobs@IG.NY.gov

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